

**SECRET**

(When Filled In)

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|---|---|--|------------|
| <b>SPEED LETTER</b>   | REPLY REQUESTED   |  | DATE       |
|   | <input checked="" type="checkbox"/> YES                                   | <input type="checkbox"/> NO  | LETTER NO. |
| TO :  | FROM: Chief, Records Administration Branch<br>Support Services Staff, DDS |  |            |
| ATTN:   |   |  |            |
| <p>1. As you know, a shortage of file equipment still exists in the Agency, and we are attempting to release as many safes as possible for reassignment and reissue. The President has also extended his moratorium on the purchase of file equipment, and this makes it even more essential that we better utilize the equipment we have.</p> <p>2. If any Offices within your component are now storing unclassified catalogs, bound reports, supplies, forms, periodicals, and other materials in active file equipment, or in supply cabinets which occupy valuable office space, you may be interested in a new type of equipment which may be mounted on the top of filing cabinets or safe-files.</p> <p>3. The attached brochure from the General Fireproofing Company illustrates this new type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on display in Room 702, Magazine Building, which you may see at any time.</p> <p>4. I would appreciate your comments as to the utility or other aspects of the over-file storage cabinet idea. If you are interested in obtaining more information about this type equipment, let us know. If you are interested in its procurement, you should contact us for assistance.</p> |   |  |            |
| Att: Equipment Brochure   |   | <div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div> |            |
| <b>REPLY</b>  |   |  |            |
|   |   |  |            |
| SIGNATURE   |   |  |            |
| RETURN TO ORIGINATOR  |   |  |            |

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